



MONROE COUNTY GROWTH MANAGEMENT BUILDING DEPARTMENT

Middle Keys/Main Office: 2798 Overseas Highway, Suite 300, Marathon, FL (305) 289-2501

Upper Keys Office: 102050 Overseas Highway, Key Largo, FL (305) 453-8800

11601 CR 905, Key Largo, FL (305) 453-8765

Lower Keys Office: 5503 College Road, Key West, Suite 203, FL (305) 295-3990

www.monroecounty-fl.gov

State Certified Contractor Registration Checklist and Application

The purpose of this form is for state certified licensed contractors wanting to register or update an expired registration with Monroe County Building Department. This registration is only for un-incorporated areas. To see if you are already in our system, please go to Egov.monroecounty-fl.gov, "I Want To, Search, Permits, Contractor Records." Please read instructions thoroughly prior to completing your application and make photocopies for your records, if desired. Be certain that the application is completely filled out; that all questions are answered truthfully, and that all information requested is furnished. **If your application is incomplete, application will be returned resulting delaying registration. Use this checklist to ensure you have enclosed/attached all the required documentation AND KEEP THIS PAGE FOR YOUR RECORDS for reference.**

You will need to provide the following items along with the completed State Certified Contractor Application:

1. Legible copy of driver's license or some other valid form of government approved identification.
2. Copy of Contractor License.
3. The corporation and/or fictitious name you qualify must be registered and in ACTIVE status with the Florida Division of Corporations (www.sunbiz.org). You must provide the document number or registration number for company on application.
4. Copy of current local business tax receipt (f/k/a occupational license) for your discipline from where your permanent business location or branch office is maintained for contractors licensed by DBPR. Otherwise, you must obtain a Monroe County Local Business Tax receipt pursuant to F.S. 205.065. Please contact the Monroe County Tax Collector at 1-305-295-5060.
5. Copy of current-issued Certificate of Insurance from an insurance company authorized to do business in the state for the proper aggregate amount of public liability and property damage insurance for your discipline for the safety and welfare of the public per Rules [61G4-15.003](#) or [61G6-5.008](#), Florida Administrative Codes.
6. Copy of current-issued Certificate of Insurance from an insurance company authorized to do business in the state for workers' compensation insurance and/or a valid executed workers' compensation exemption for your appropriate discipline. W/C insurance for all non-exempted officers must be provided as required by F.S. 440.
7. The COI shall be prepared by an insurance agency and must contain the following pursuant to Rules [61G4-5.003](#) and [61G6-5.008](#), FAC,:
 - a. Proper aggregate amount of public liability and property damage for your discipline
 - b. Name of Insured **must** reflect the **exam name** of the business organization qualified by the applicant or if applicable
 - c. Licensee's correct license number
 - d. Monroe County Building Department, 2798 Overseas Highway, Suite 300, Marathon, Florida 33050, as **Certificate Holder**
8. **Leasing Company:** Pursuant to Rule [69L-6.032](#), FAC, a leasing company **shall** supply an employee roster listing ALL employees and date-of-hire with the Certificate of Insurance, if applicable. Qualifier must be covered by insurance or provide an exemption.
9. Submit an original Monroe County [Agent Authorization Form](#) if anyone other than the licensee will be dropping off and/or picking up a permit. **NOTICE:** The licensee, no exceptions, must sign all Building Permit applications.
10. Submit registration fee of \$50.00 for each new license being registered per BOCC adopted Fee Resolution 420-2007. Check or money order payable to Monroe County Building Department. **NOTE: NO CC PAYMENTS AT THIS TIME.**
11. **For New Registrations:** Submit completed application and all supporting materials (items 1 – 10) including payment to one of our offices. **To Update an Expired Registration:** Completed application and all supporting materials (Items # 1-8) may be e-mailed to mavan-odalys@monroecounty-fl.gov or faxed to 1-305-289-2515. Registration should be done at a separate time/visit prior to submitting your building-permit application. **Registration may take up to five (5) business days, so please plan accordingly.**
12. **YOU WILL NOT BE CONTACTED UPON COMPLETION OF YOUR REGISTRATION.** It is the contractor's responsibility to check the status of application by going to our website and searching for either the qualifier name or company name at Egov.monroecounty-fl.gov, "I Want To, Search, Permits, Contractor Records" webpage (http://egov.monroecounty-fl.gov/eGovPlus/entity/login_main.aspx). Once you have confirmed your account has been registered, and it is current, you may apply for your permit.

If you have any questions regarding the contents of this form or if we may further assist you, please feel free to contact the Licensing Division at (305) 289-2583. Lobby hours are Monday through Friday, 8:30 A.M. to 3:00 P.M., closed on holidays.

Rev. 07/29/15



Office Use: Received:
Receipt #:

By:
By:

Contractor ID #:

Contractor ID # No Longer in Use, If applicable:

Date Paid:

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State Certified Contractor Registration Application

Section I – License

Contractor's License Number(s): _____

Select Registration Type:

____ New Registration

____ Update Registration

(No Fee)

Section II – Applicant

Licensee's Name: _____

(Name MUST match name on driver's license)

Home Address: _____

Licensee's Cell Phone Number: _____

Licensee's E-mail: _____ Alternate: _____

Provide if communication by e-mail is acceptable for all e-mails and inspections.

Section III – Business

Qualified Business Name: _____

(Print Company Name AS it appears on license)

The corporation and/or fictitious name you qualify must be registered and in ACTIVE status with the Florida Department of State Division of Corporations (www.sunbiz.org). List document or registration number: _____

Business Mailing Address: _____

Business Phone Number: _____ Ext: _____ Fax Number: _____

Section IV – Signature

I swear and affirm that the all of the above is correct, true, and accurate to the best of my knowledge.

Licensee's Signature: _____ Date: _____

STATE OF _____

COUNTY OF _____

Sworn to & subscribed to before me this _____ day of _____ 20____, he / she is personally known to me or has produced _____ as identification and who did (did not) take an oath.

Notary's Signature

Seal

Completed application and all supporting materials may be mailed-in or dropped off at one of our offices.

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To Update an Expired Registration: Submit completed application and all supporting materials (Items # 1-8) may be e-mailed to mayan-odaly@monroecounty-fl.gov, or faxed to 1-305-289-2515. Updated/re-registration should be done at a separate time/visit prior to submitting your building-permit application. ***This may take up to five (5) business days, so please plan accordingly.***